

Lot Number Management



Lot Number Management is all about traceability. If a Lot# is recalled, agrē has the tools to trace where the Lot# came from, who it was sold to, how much is still in stock and where that stock is located.

Lot Numbers can be setup for *any* product, not just seed and feed.

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Seed Lot Number Overview

Seed products have unique inventory Lot Numbers that are provided by the supplier or the manufacturer at the time of purchase. The Lot# provides detailed information about the product's origins.

The first three lines of data on the seed tag contain the information most producers want to know: Crop Kind, Variety Name and Grade. The last two sections, "Crop Certificate No." and "Lot No." provide the paper trail – and the proof.

For example, on **Blue Tags for Canadian seed**, Lot#s are in the format: **12345678**.

- **1234** is the plant number where the seed was manufactured
- **5** is the province code (e.g. 8 = Saskatchewan)
- **678** is the conditioned, graded, sealed and labeled seed lot number

In agrē, you can allocate Lot#s on:

- Lot # management forms
- inventory receipts
- inventory adjustments
- manufactured products
- location transfers
- manual counts
- load out tickets
- invoices/POS invoice

INTERAGENCY - CERTIFIED SEED / INTER-AGENCE SEMENCE CERTIFIÉE			
Kind / Espèce		HYBRID CORN	
Variety / Variété		CORNAA/CORNBB	
	Grade / Catégorie	CERTIFIED CERTIFIÉE	No.1
	Lot No. / N° du lot	12345678	
Country/State of Certifying Agency Pays ou État de l'agence de certification		Ref. No. / N° de référence	
IOWA		12345678	
MEMBER OF THE ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES		MEMBRE DE "ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES"	
CFIA / ACIA 5627 (2011/04)			

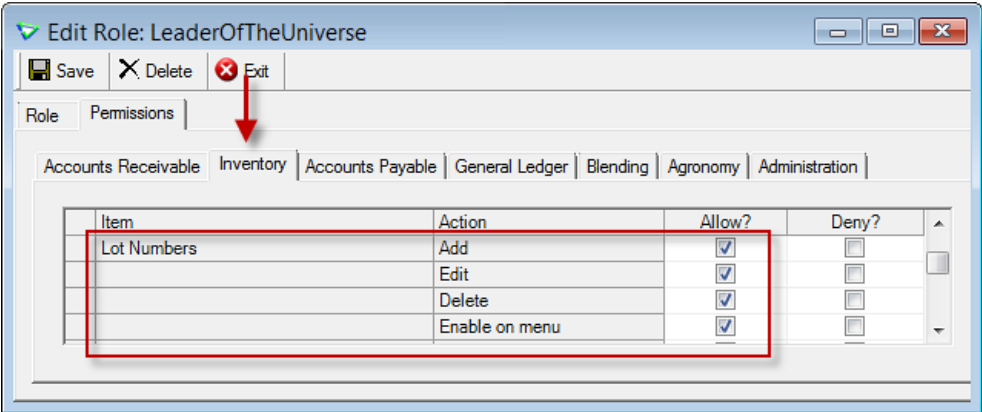
Note

The Lot# management form allows you to completely manage a Lot# and provides you with the flexibility to deal with changes that may occur 'after the fact' - essentially after a transaction/activity has taken place. Here you can link and unlink Lot#s, make corrections and other edits, associate Lot#s to manual counts and additional products in blends, and append outside documents to a specific Lot#.

Lot Number Security

You can restrict which **Lot Number management actions** users are allowed to perform.

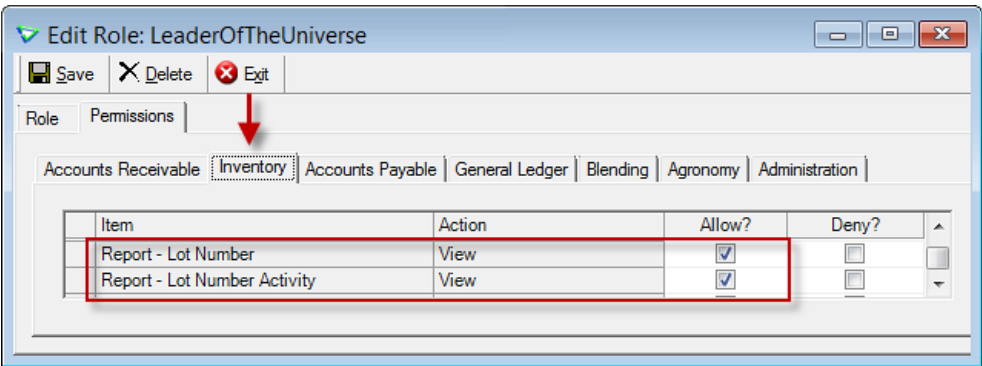
Users who will manage Lot Numbers will need permission to **Add**, **Edit**, and **Delete** them.



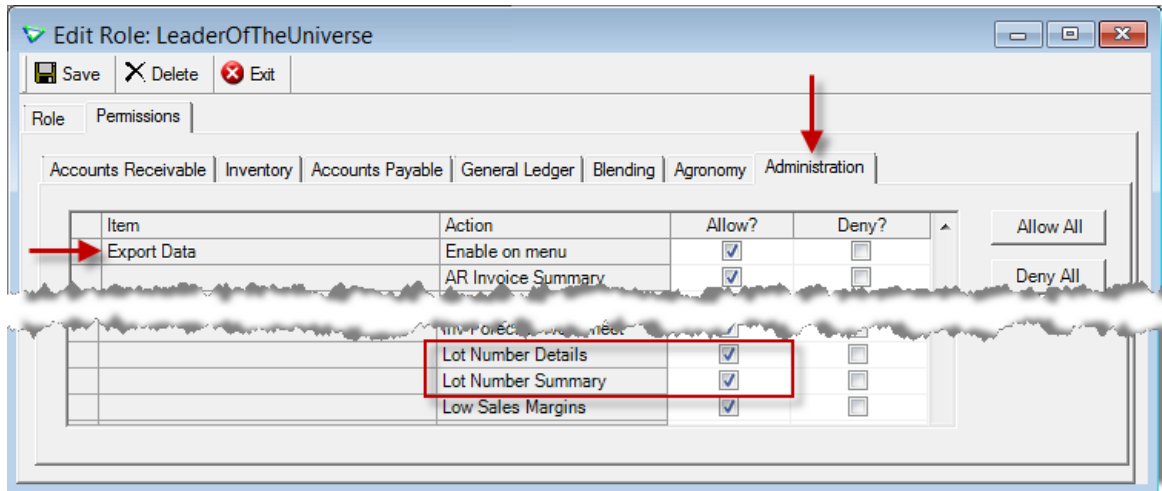
File > Security > Manage Roles > Edit

Note Users don't need permission to any of these Manage actions in order to select existing Lot#s on Loadout Tickets, Invoices, etc.

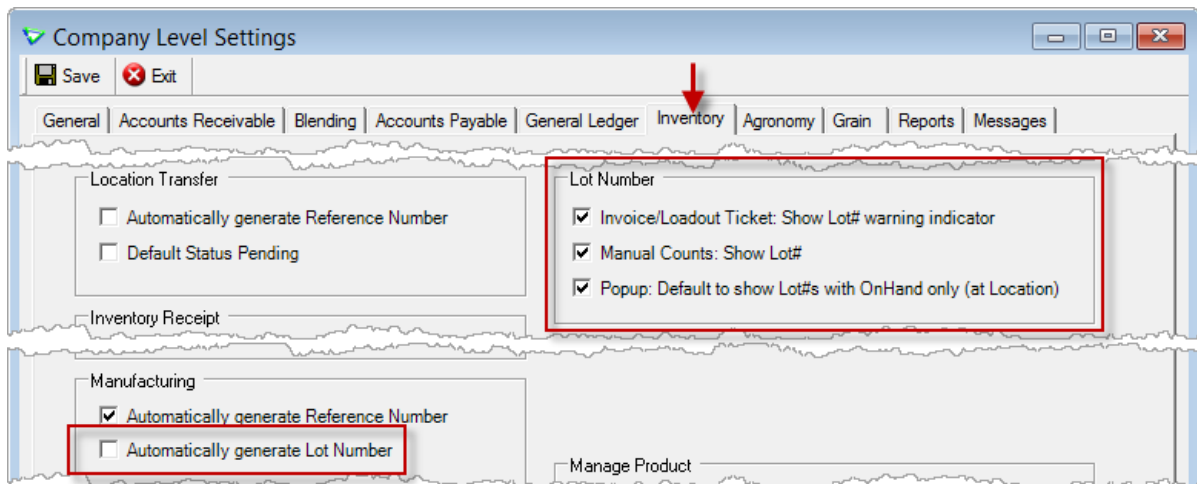
Scroll down a little further to allow permission to the **Lot Number Reports** too.



Permissions for **Lot Number Exports** are on the **Administration** tab.



Lot Number Company Config Options



File > Config Options > Company

Manufacturing – Automatically generate Lot Number: Manufacturing with Lot#s is discussed a little further along in this document.

Showing the **Lot# warning indicator** blinky reminds the user to select a Lot# when adding products to loadout tickets, invoices, etc. (displayed only for products that have Lot#s)

Add Loadout Ticket Product Row

Update Refresh Exit

Product: CANOLA - Canola Seed (25 kg bag) Find

Loadout Ticket Units: BAG - Bag

Location: Dog River

Work Order:

Quantity on Hand: 143.0 Details

Quantity: 3.0 BAG - Bag

Billing Units: BAG - Bag

Line Comments:

Project:

Lot Number: ...

Field: ...

Lot# warning indicator

Choosing to **Show Lot# for Manual Counts** adds an extra column to the manual count window so that you can break down the counted quantity by Lot#.

Add Manual Count

Save Start Over Refresh Overrides Exit

Reference: Generate Reference Automatically Status: Complete Pending

Location: Edmonton Shelf: 0

Count Date: Feb 09, 2024 Sort By: Product Code

Suppress Zero Balance? Not Counted Since: Feb 01, 2024 With Inventory Activity Since: Feb 01, 2024

Comments:

Retrieve Retrieve Products

Shelf #	Product	Units	On Hand Current	On Hand Count Date	Has Lot #	Count	Est Cost	Comments
>	CANOLAH - Canola - Hudson with Helix 25 kg	Bag	10.0000	10.0000	Yes			
	DEKALB7255 - Dekalb 72-55 Canola	Bag	147.0000	147.0000	Yes			

break down the manual count quantity by Lot#

14 Products found

Update Add Lot # Edit Exit

Lot Number	Expiry Date	Unit Type	On Hand Count Date	Count
1234-8-10001	Mar 31, 2016	Bag	-2	1
3677-8-44394	Jul 31, 2021	Bag	0	0
> 4935-8-25213		Bag	12	10

Include inactive Lot#s Computer Balance Total Lot# Quantity Actual Count Est. Cost

3 Lot#s found. 10 11 = 11 \$150.00

Popup: Default to show Lot#s with OnHand only (at Location) controls whether you want to see all locations by default, or only locations with quantity on-hand (this setting just controls the default - you can check/uncheck on the fly to display the other option).

Select the Lot Number(s)

✔ Select

+ Add New Lot Number

✎ Edit

✖ Exit

	Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
>	☐		1007-0-00000	May 27, 2019	Sep 08, 2019	8.0000	1.0000
	☐					0.0000	4.0000
	☐					4.0000	42.0000

☐ Show Lot#s with OnHand only

Select the Lot Number(s)

✔ Select

+ Add New Lot Number

✎ Edit

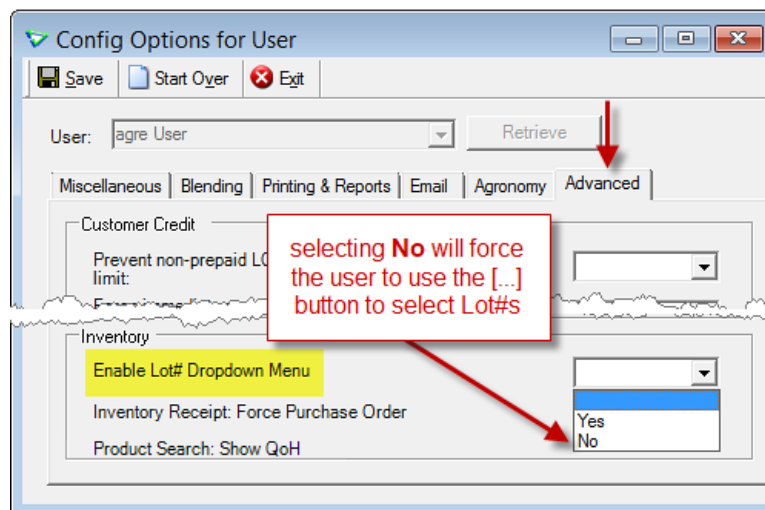
✖ Exit

	Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
>	☐					8.0000	-1.0000
	☐					4.0000	42.0000

☒ Show Lot#s with OnHand only

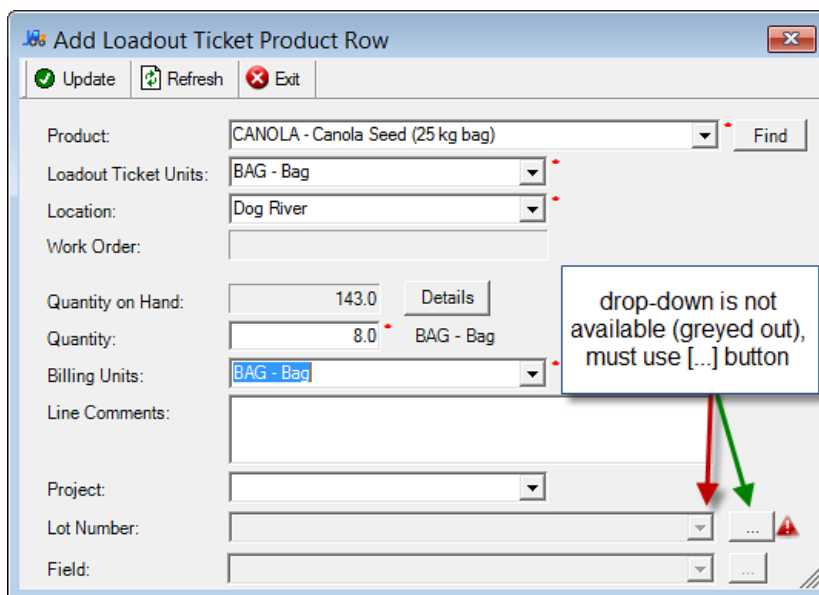
Lot Number User Configuration Options

You can specify *how* you want your users to select Lot#s.



File > Config Options > User

When set to **No**, users will be able to use only the [...] button to specify Lot#s.



Lot Number Product Options

(optional) Lot Number can be flagged as mandatory *per product*.

Check **Lot Number Required** to ensure one is selected when adding the product to a transaction.

Inventory > Manage > Products

The “mandatory” symbol will display to indicate it’s required.

- enforced on: Inventory Receipts, Location Transfers, Loadout Tickets, Invoices (but not Bill & Hold rows), POS Invoices (requires flip to full invoice)

example: adding products to loadout tickets when Lot Number Required

- not* enforced: items added by association (associated products), Auto Invoices, Blends/Additional Products in Blends, Inventory Adjustments, Manual Counts, Manufacturing (raw products), AP transactions, Grain transactions, Agronomy transactions, IOL Invoices

Adding Lot Numbers

Help

Online Help has more detailed step-by-step instructions on [Lot Number Management](#).

As with many things in agrē, you can add **Lot Numbers** a few different ways.

From the Home Form

You can perform almost all Lot Number management tasks, including adding new ones and editing existing ones, from the **Lot Numbers home form**.

The screenshot shows the 'Lot Numbers' window with a toolbar and a table of data. The toolbar includes buttons for '+ Add', 'Edit', 'Delete', 'New Search', 'Preview Item', 'Deactivate', 'Deactivate Multi', 'History', and 'Exit'. The table has columns for Lot Number, Product, Create Date, Active status, Expiry Date, Last Activity, and On Hand Amt. Three rows of data are visible.

Lot Number	Product	Create Date	Active	Expiry Date	Last Activity	On Hand Amt
240117-01	Has Lot Numbers (HasLotNumbers)	Jan 17, 2024	☒	Dec 31, 2024	Jan 17, 2024	10
1982-01-12	Canola Seed (25 kg bag) (CANOLA)	Jul 02, 2013	☒	Oct 31, 2023	Jul 03, 2013	56
3677-8-44394	Canola - Hudson with Helix 25 kg (	Apr 15, 2020	☒	Jul 31, 2021	Nov 20, 2020	6

72 Lot Numbers found

Inventory > Lot Numbers

Fill in the **Product** and the **Lot Number** and leave **Active** checked. The rest is optional.

The screenshot shows the 'Add Lot Number' window. It has fields for Product (CANOLAH - Hudson Canola with Helix 25 kg), Lot Number (1234-8-567), Expiry Date (Jul 31, 2014), and Comments. There is a checkbox for 'Active?' which is checked. Below these fields is a table for 'Activity' with columns for Date, Type, Reference, Customer/Supplier, Location, and Quantity. At the bottom, there are buttons for 'Link to Activity', 'Unlink Activity', and 'View Item', and a field for 'On Hand Amount'.

Inventory > Lot Numbers > Add

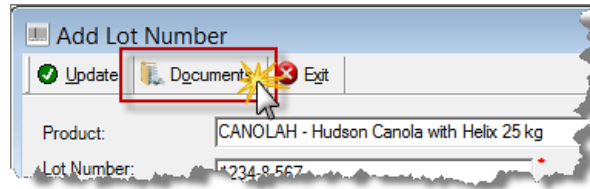
Note

Lot Numbers are always tracked by **Main Unit Type**.

Lot Numbers must be unique *per product*.

Once you start tagging inventory movement (inventory receipts, loadout tickets, etc.) to a Lot#, the **Activity** section will be filled in with the details.

If you want to include additional information about this Lot#, click **Documents** and attach a file.



Help

Detailed instructions for attaching documents can be found in the CRM chapter under [Document Manager](#) in online Help.

On the Fly

From an Inventory Receipt or Manual Count

You can also create new Lot#s on the fly while adding an **Inventory Receipt or Manual Count**
(you can edit existing ones too)

Add Inventory Receipt

Supplier: Parkland Ag Supply (0044) Find Add

Reference: IR201123-0

Receipt Date: Nov 23, 202 Update Refresh Exit

Comments:

Add Inventory Receipt Product Row

Product: Canola - Hudson with Helix 25 kg - CANOLAH Find Add

Units: BG - Bag

Location: Dog River

Quantity on Hand: 6.0000 Details

Quantity: 2.00 Scale

Est. Unit Cost: \$179.00

Comments:

Lot Number: ...

Select the Lot Number(s)

Select Add New Lot Number Edit Exit

Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
>		1234-8-10001	Dec 02, 2013	Mar 31, 2016	2.0000	0.0000
		3677-8-44394	Apr 15, 2020	Jul 31, 2021	6.0000	6.0000
		4935-8-25213	May 23, 2013		4.0000	26.0000

Inventory > Inventory Receipts > Add

From a Loadout Ticket or Invoice

... or from a **Loadout Ticket** or **Invoice**....

The screenshot shows two overlapping windows from a software application. The background window is 'Add Loadout Ticket' and the foreground window is 'Add Loadout Ticket Product Row'. A red circle with the number '1' is next to the 'Add Product Row' button in the background window. A blue arrow points from this button to the 'Product' dropdown in the foreground window. Another blue arrow points from a red circle with the number '2' to the 'Lot Number' dropdown in the foreground window. A red circle with the number '3' is next to the 'Show Lot#s with OnHand only' checkbox at the bottom of the foreground window. A red box contains text explaining the checkbox's function.

Add Loadout Ticket Product Row

Product: Canola - Hudson with Helix 25 kg - CANOLAH Find

Loadout Ticket Units: BG - Bag

Location: Dog River

Work Order:

Quantity on Hand: 6.0 Details

Quantity: 3.0 BG - Bag

Billing Units: BG - Bag 3.0

Line Comments:

Project:

Lot Number:

Select the Lot Number(s)

Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
>		1234-8-10001	Dec 02, 2013	Mar 31, 2016	2.0000	0.0000
		2677-8-44394	Apr 15, 2020	Jul 31, 2021	6.0000	6.0000
		35-8-25213	May 23, 2013		4.0000	26.0000

☐ Show Lot#s with OnHand only

If Show Lot#s with OnHand only is checked, you will need to uncheck to display the Lot# you're about to create because it's a brand new Lot# & there won't be any on hand yet

Accounts Receivable > Loadout Tickets and/or Invoices > Add

Editing Lot numbers

There will be instances where Lot# information will be unknown at the time of activity. An example of this could be when you sell seed to a customer and they come into the office to pay for the product before going to the warehouse to pick it up. You want to record immediately that the customer has taken it, but you won't be aware of the Lot# they will be given until later.

Some updates can be made on the fly by editing a transaction, then Editing the Lot#.

Lot Number	Expiry Date	Unit Type	On Hand Count Date	Count
1234-8-10001	Mar 31, 2016	Bag	-2	1
3677-8-44394	Jul 31, 2021	Bag	0	0
> 4935-8-25213		Bag	12	10

☐ Include inactive Lot#s

3 Lot#s found.

Computer Balance: 10 Total Lot# Quantity: 11 Actual Count: 11 Est. Cost: \$150.00

e.g. Inventory > Inventory Receipts > Add > Add Product Row > Lot Number
[...]

Others, like selecting a Lot Number for an **additional product in a blend**, will need to be done manually after the fact as you're not able to select a Lot# for additional products on the fly.

To handle situations like these, or to work more conveniently with multiple Lot Numbers, agrē allows you to edit detail for a Lot# whether it is pertaining to the Lot# itself or to the transactions it's associated with.

Those changes are initiated from the Lot Numbers window.

by default, all Active Lot#s are shown; change the criteria to narrow down the list of results

Lot Number Search

Lot Number:

Active:

Create Date: ☐ Today ☒ Any Date ☐ Date Range: Dec 17, 2023 to Jan 17, 2024

Products: ☒ Any Product ☐ This Product: <Start typing or use Find> ☐ Product Type:

Inventory > Lot Numbers > Edit

to change any field with a white background, just start typing

Date	Type	Reference	Customer/Supplier	Location	Quantity
> Dec 02, 2013	Manufacturing	DMC09		Dog River	5.0000
Jun 17, 2014	Inventory Adjustme	DMC09		Dog River	-1.0000
Jul 11, 2015	Loadout Ticket	LOT151	Baker, Mike	Edmonton	-2.0000

Inventory > Lot Numbers > Edit

Unlinking Existing Activities

If an error was made on a transaction, it can be unlinked.

1

2

Are you sure you want to unlink the lot number from DLOT127?

Inventory > Lot Numbers > Edit > Unlink Activity

Cautions Lot#s can be unlinked even if [Manage Product](#) says the product requires one.

Unlinking is saved immediately on confirmation – no need to Update.

Linking New Activities

If a Lot# was missed, it can be linked to transactions after the fact.

3 Link to Inventory Activity

Update Exit

Lot Number: 123456-7-890

Product: CANOLA - Canola Seed (25 kg bag)

Inv. Activity Date: Jan 01, 2013 to Sep 18, 2013

Location: Dog River **1** Retrieve

2 Link

Lot# Qty	Quantity	Qty Linked	Units	Date	Type	Reference	Name
> [checkmark] -3.00	-3.00	0.00	BAG	Mar 20, 2013	Loadout Ticket	DLOT00081	Carter, Alexander

Select All

check the Link box for applicable transactions (Lot# Qty can be updated)

optionally change the dates & location and click Retrieve

Inventory > Lot Numbers > Edit > Link To Activity

Caution Linking is saved immediately – no need to Update.

Deactivating

How Lot#s can be deactivated:

- Active?** edit the Lot# then uncheck the **Active?** box
- Deactivate** select **Deactivate** / **Deactivate Multi** from the toolbar

1 Lot Numbers

+ Add Edit Delete New Search Preview Item Deactivate Deactivate Multi History Exit

Lot Number	Product	Create Date	Active	Expiry Date	Last Activity	On Hand Amt
4935-8-25213	Canola - Hudson with Helix 25 kg (	May 23, 2013	0		Nov 20, 2020	26

2 Edit Lot Number (3677-8-44394)

Update Documents Exit

Product: Canola - Hudson with Helix 25 kg - CANOLAH

Lot Number: 3677-8-44394 ☐ Active?

or Edit & uncheck to deactivate

Confirm Action

Are you sure you want to deactivate 1234-8-10001? This change will take effect immediately.

Proceed?

Yes No

Deactivate All Selected Rows

Are you sure you want to Deactivate the selected Lot numbers?

Proceed?

Yes No

Inventory > Lot Numbers > Deactivate

Deactivated Lot#s do not appear in the drop down list on any new transactions, nor when editing existing ones.

Receiving and Selling Product with Lot Numbers

Receiving Product with Lot#s

Since Lot#s are all about traceability, they need to be linked from the beginning - on the **Inventory Receipt** - so they can follow the product through the entire inventory cycle.

Add Inventory Receipt

Supplier: Parkland Ag Supply (0044) Find Add

Reference: IR130918-01

Receipt Date: Sep 18, 2013

Trucker:

Comments:

Add Inventory Receipt Product Row

Update Refresh Exit

Product: CANOLAH - Hudson Canola with Helix 25 kg Find Add

Units: BAG - Bag

Location: Dog River

Quantity on Hand: 3.0000 Details

Quantity: 7.00

Est. Unit Cost: \$179.00

Comments:

Lot Number: 1234-X-56789

1 Add Product Row

Import From PO

use dropdown to link 1 Lot# per product row

use [...] to link multiple Lot#s per product row

Inventory > Inventory Receipts > Add

Note Each product row on an Inventory Receipt can be linked to one or more Lot#s.

If the product received has multiple Lot#, or you need to add a new Lot#, click the [...] ellipsis.

Add Inventory Receipt Product Row

Update Refresh Exit

Product: Canola - Hudson with Helix 25 kg - CANOLAH Find Add

Units: BG - Bag

Location: Dog River

Quantity on Hand: 6.0000 Details

Quantity: 24.00 Scale

Est. Unit Cost: \$159.00

Comments:

Lot Number:

Select the Lot Number(s)

Select + Add New Lot Number Edit Exit

Use?	Qty	Lot Number	Created Date	On Hand Date	On Hand Company
☒	15	1234-8-10001	Dec 02, 20		0.0000
☒	9	3677-8-44394	Apr 15, 20		6.0000
☐		4935-8-25213	May 23, 20		26.0000

match Lot Number to Quantity received

Inventory > Inventory Receipts > Add Product

Selling Product with Lot#s

Link to Lot#s on the fly when delivering/dispersing product to a customer via a:

- Load Out Ticket
- Invoice

Link product taken directly from a **Loadout Ticket** or **Invoice**.

The screenshot displays two overlapping windows from a software application. The background window is titled 'Add Loadout Ticket' and contains fields for Reference, Customer (George, Curtis (C1007)), and Date (May 25, 2015). It has tabs for 'Customer and Shipping', 'Products', and 'Additional Information'. The foreground window is titled 'Add Loadout Ticket Product Row' and contains fields for Product (OATS - Oats), Loadout Ticket Units (BAG - Bag), Location (Edmonton), Work Order, Quantity on Hand (20.0), Quantity (6.0), Billing Units (BAG - Bag), Line Comments, Project, Lot Number, and Field. A callout box with a green arrow points to the 'Field' dropdown menu, which lists three lot numbers: 1937-8-32870, 1937-8-32893, and 1937-8-32875. The callout text reads: 'if all bags taken have the same Lot#, choose it from the dropdown list'.

Accounts Receivable > Loadout Tickets and/or Invoices > Add

If the grower is taking product from multiple Lot#s, click [...] and draw down from multiple Lot#s on the same product row.

if bags have different Lot#s, specify how many of

click any column header to sort

Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
☒	4	4935-8-25213	May 23, 2013		4.0000	26.0000
☒	2	1234-8-10001	Dec 02, 2013	Mar 31, 2016	2.0000	0.0000
☐		3677-8-44394	Apr 15, 2020	Jul 31, 2021	6.0000	6.0000

☒ Show Lot#s with OnHand only

Accounts Receivable > Loadout Tickets and/or Invoices > Add

If the quantity allocated to Lot#s is less than the Quantity taken, agrē will let you know but will not prevent you from saving (unless lot numbers are **mandatory** for that product).

Add Loadout Ticket Product Row

Update Refresh Exit

Product: Canola - Hudson with Helix 25 kg - CANOLAH Find

Loadout Ticket Units: BG - Bag

Location: Dog River

Work Order:

Quantity on Hand: 6.0 Details

Quantity: 6.0 BG - Bag

Billing Units: BG - Bag

Line Comments:

Project:

Lot Number: 4935-8-25213, 1234-8-10001

warning: quantity taken doesn't match quantity linked to Lot#s

Select the Lot Number(s)

Select Add New Lot Number Edit Exit

click any column header to sort

Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
☒	3	4935-8-25213	May 23, 2013		4.0000	26.0000
☒	1	1234-8-10001	Dec 02, 2013	Mar 31, 2016	2.0000	0.0000
☐		3677-8-44394	Apr 15, 2020	Jul 31, 2021	6.0000	6.0000

☒ Show Lot#s with OnHand only

If the quantity allocated to Lot#s is *more* than the Quantity taken, agrē will let you know AND will prevent you from saving.

Add Loadout Ticket Product Row

Update Refresh Exit

Product: Canola - Hudson with Helix 25 kg - CANOLAH Find

Loadout Ticket Units: BG - Bag

Location: Dog River

Work Order:

Quantity on Hand: 6.0 Details

Quantity: 6.0 BG - Bag

Billing Units: BG - Bag

Select the Lot Number(s)

Select Add New Lot Number Edit

Use?	Qty	Lot Number	Created Date	Expiry Date	On Hand Dog River	On Hand Company
☒	3	1234-8-10001	Dec 02, 2013	Mar 31, 2016	2.0000	0.0000
☒	5	3677-8-44394	Apr 15, 2020	Jul 31, 2021	6.0000	6.0000
>		4935-8-25213	May 23, 2013		4.0000	26.0000

☒ Show Lot#s with OnHand only

Invalid Entry

 The total quantity of the lot numbers cannot exceed the quantity of the loadout ticket.

transaction CANNOT be saved

OK

quantity taken is less than quantity linked to Lot#s

The printed **LOT** or **Invoice** displays how many bags were taken from each Lot#.



Tronia Testing Inc.
24715 Yellowhead Trail West
Edmonton, Alberta T6R 7L4
Phone: 780.466.1273
Fax: 780.465.1273

Date: Sep 19, 2013

George, Curtis (C1007)
PO Box 54
Westlock, AB T0E 3K8
780.459.1207

Loadout Ticket: LOT90

Ship To:
2745 Twp Rd 38
Westlock, AB

Product	Quantity	Units	Location	Work Order
Oats (OATS)	6.0000	Bag	Edmonton	
Lot#: 1937-8-32870 (3 BAG), 1937-8-32875 (3 BAG)				

Let us make it easier: delivery is only \$2 / km.

Manual Counts with Lot#s

Inventory Count Sheet

A count for each Lot# will display automatically on the **Inventory Count Sheet** (Lot# flavour).

Tronia Testing Inc.
Inventory Count Sheet
For Dog River

Date: _____
Initials: _____

Product	Shelf	Comp. Balance (Dec 10, 2013)	Unit Type	Physical Count
Seed				
BY612RR - 612 OP RR Helix Canola			33 Bag	
			21 _____	5527-8-22736
			12 _____	5527-8-23397

Inventory > Reports > Inventory Count Sheet

Note

If you're *not* seeing the Lot#s, there is a Lot Number layout for the **Inventory Count Sheet** that needs to be loaded into your agrē database. Contact your CSC.

Tip

The sum of the Lot#s remaining may not equal the total quantity remaining (you may have forgotten to specify a Lot# on a transaction). If the quantities don't add up, you will likely want to compare the Lot Number Activity Report to the Inventory Activity Detail Report to assist in Lot# reconciliation.

The quantity of each Lot# is recorded on the manual count instead of a single product total.

Add Manual Count

Save Start Over Refresh Overrides Exit

Reference: ☒ Generate Reference Automatically Status: ☐ Complete ☒ Pending

Location: Edmonton Shelf: 0 1 1A 1B 2A

Count Date: Feb 09, 2024

Sort By: Product Code

☐ Suppress Zero Balance?

☐ Not Counted Since: Feb 01, 2024

☐ With Inventory Activity Since: Feb 01, 2024

☐ Scan Products Quick Retrieve Retrieve Products

Shelf #	Product	Units	On Hand Current	On Hand Count Date	Has Lot #	Count	Est Cost	Comments
>	CANOLAH - Canola - Hudson with Helix 25 kg	Bag	10.0000	10.0000	Yes			

14 Products found

Update + Add Lot # Edit Exit

the quantity of each Lot# is counted separately

Lot Number	Expiry Date	Unit Type	On Hand Count Date	Count
1234-8-10001	Mar 31, 2016	Bag	-2	1
3677-8-44394	Jul 31, 2021	Bag	0	0
> 4935-8-25213		Bag	12	10

☐ Include inactive Lot#s

3 Lot#s found.

Computer Balance	Total Lot# Quantity	Actual Count	Est. Cost
10	11	11	\$150.00

Just a reminder that product rows associated with Lot Numbers on **Pending** counts cannot be edited.

Unable to Edit

Counts associated with Lot Numbers cannot be edited.

OK

The **Inventory Variance Report** also breaks down the difference by Lot#.

agre **Tronia Testing Inc.**

Inventory Variance

Reference: DMC09 Comments:

Date: Jun 17, 2014

Location: Dog River

Product	Units	Computer Balance	Actual Count	Variance	Cost	Total Value
Canola - Hudson with Helix 25 kg (CANOLAH)	BAG	5.00	4.00	-1.00		-\$179.00
1234-8-10001						
Canola - Hudson with Helix 25 kg (CANOLAH)	BAG	3.00	2.00	-1.00		-\$159.00
1234-8-56789						
Canola - Hudson with Helix 25 kg (CANOLAH)	BAG			+1.00	\$159.00	\$159.00

Other Lot Number Inventory Movement

Inventory Adjustments with Lot#s

Inventory Adjustments can be linked on the fly to one or more Lot#s.

The screenshot shows the 'Add Inventory Adjustment' window. It includes fields for Reference Number, Adjustment Date (Feb 10, 2025), Product (OATS - Oats), Units (BG - Bag), and Location (Edmonton). There are also fields for Quantity On Hand (20.0000), Quantity (0.00), and Est. Unit Cost (\$33.00). A 'Comments' field is present. Below these are fields for Sub Type, GL Account, Project, and Lot Number. The Lot Number field has a dropdown arrow and a '...' button next to it. Two green callout boxes provide instructions: 'single Lot#: choose from dropdown' points to the Lot Number dropdown, and 'multiple Lot#s: click [...] and specify how many of each' points to the '...' button. The window has 'Save', 'Refresh', and 'Exit' buttons at the top.

Inventory > Inventory Adjustment > Add

The screenshot shows the 'Inventory Adjustment' report for Tronia Testing Inc. The report includes the following information:

Reference: ADJE0010 **Comments:** broken bag
Date: Sep 19, 2013
Location: Edmonton

Product	Quantity	Units	Journal	Cost
Oats (OATS)	-1.0000	Bag (BAG)	J1818	
Lot#: 1937-8-32875				

Location Transfers with Lot#s

And so can **Location Transfers**.

single Lot#: choose from dropdown

multiple Lot#s: click [...] and specify how many of each

Inventory > Location Transfers > Add

agre

Tronia Testing Inc.

Transportation Document

Location Transfer: LTE0004

Date: Sep 19, 2013

Consignor:
Tronia Testing Inc. (Edmonton)
24715 Yellowhead Trail West
Edmonton, Alberta
780.466.1273
AWSA #: 252116

Consignee:
Tronia Testing Inc. (St. Albert)
335 Carleton Drive
St. Albert, AB
780.459.4477
AWSA #: 339748

24-Hour Number: In case of chemical spill contact Canutec at 613.996.6666

Non-Dangerous Goods	Status	Qty Transported
Hudson Canola with Helix 25 kg Lot# 1234-X-56789	Complete	10 Bag

10 Bag

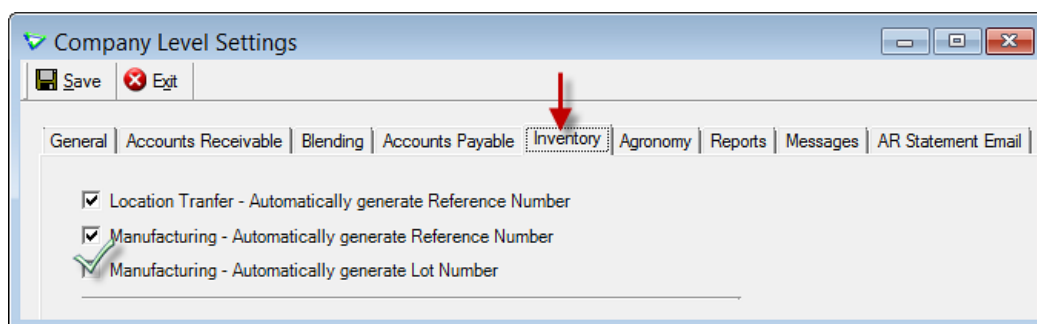
Manufacturing Products with Lot Numbers

So far the product you've been dealing with came with a Lot#, but if *you* are the manufacturer you can make products with your own Lot#s.

Setup Tasks

Company Config Option: Lot Number Manufacturing Default

If most of the product you manufacture has Lot Numbers, you will likely want to check ***Manufacturing – Automatically generate Lot Number***.



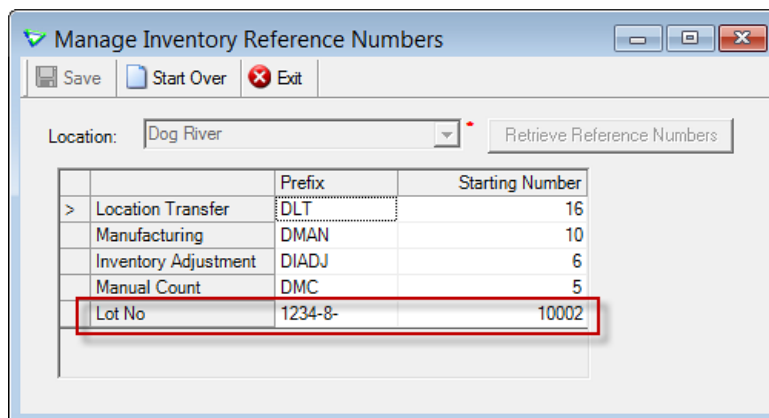
File > Config Options > Company > Inventory tab

Note

You always have the option of changing the default setting on the fly when actually manufacturing a product.

Reference Numbers: Lot Numbers

Lot Reference Numbers are set for *each* location. The **Prefix** should match your [Blue Tag number](#) (if your company has one). If you want the Lot Number to increment sequentially no matter what the location, use the same **Starting Number** for all locations.



File > Manage > Reference Numbers > Inventory

Manufacturing the Product with a Lot#

Select the **Product** to manufacture, and **Retrieve** or **Add** the raw ingredients.

Reference: * ☒ Generate Reference Automatically Date: Dec 02, 2013

Product: CANOLAH - Hudson Canola with Helix 25 kg Find Add Location: Dog River

Units: BAG - Bag

Quantity: 5 of manufactured product

Total Raw Qty: 5 that use unit type BAG - Bag

Retrieve Default Raw Products

Lot Number: <Auto-Generate Number> ...

Raw Products:

Product	Location	Quantity Per Unit	Total Used Quantity	Inventory On Hand	GL Account	Lot Number	Unit Cost
> CANOLA - Canola Seed (25 kg bag) (BAG)	Dog River	1.0000	5.0000	17.0		4321-8-53564	
HELIXX - Helix Extra (ozs)	Dog River	0.2000	1.0000	16.0			

because this product - with this Lot# - already exists in the system, you have to option of making more of the same instead of generating a new Lot#

Lot# of Raw Ingredient is different from the Lot# of the manufactured product

Allow agrē to **auto-generate** the next Lot#, or if there is already product (same product code) with a Lot#, you'll have the option of manufacturing a new batch of the same one.

If the **Raw Products** also have **Lot Numbers**, edit the product and select which Lot# was used to manufacture.

Reference: * ☒ Generate Reference Automatically Date: Dec 09, 2013

Product: CANOLAH - Hudson Canola with Helix 25 kg Find Add Location: Dog River

Units: BAG - Bag

Quantity: 5 of manufactured product

Total Raw Qty: 5 that use unit type BAG - Bag

Retrieve Default Raw Products

Raw Products:

Product	Location	Quantity Per Unit	Total Used Quantity	Inventory On Hand	GL Account	Lot Number	Unit Cost
> CANOLA - Canola Seed (25 kg bag) (BAG)	Dog River	1.0000	5.0000	17.0		4321-8-53564	
HELIXX - Helix Extra (ozs)	Dog River	0.2000	1.0000	16.0			

Unit Quantity: 1 (per unit of manufactured product) Total Quantity: (for entire manufacturing run)

Unit Cost: GL Account: Project: Lot Number: 4321-8-53564

click for more details or to select multiple Lot#s

The **Manufacturing Document** indicates all the Lot#s involved including the products used in manufacturing, as well as the manufactured product itself.



Lot# of manufactured product

Tronia Testing Inc.
Manufacturing Document

Reference: DMAN9Lot Number: 1234-8-10001

Date: Dec 02, 2013

Location: Dog River

Product	Quantity	Units	Unit Cost
Hudson Canola with Helix 25 kg (CANOLAH)	5	Bag	\$159.00
Canola Seed (25 kg bag) (CANOLA)	5	Bag	\$150.00
4321-8-53564			
Helix Extra (HELIXX)	1	ozs	\$45.00

Lot# of raw ingredient

Lot Number Traceability

Reporting is the most important aspect of traceability and this is where all of the information collected comes together. agrē has several [reports](#) and [exports](#) that are dedicated to Lot Number activity.

Reports

Lot Number Activity Report

The **Lot Number Activity** report has several criteria options to filter transactions pertaining to Lot#s.

Lot Number Activity

Preview Start Over Exit

Start Lot#: End Lot#: Any Dates? Start Date: Sep 01, 2013 End Date: Sep 19, 2013 Any Expiry Date? ☒

Select Products: <Single Product: Start Typing or use Find> Find

Product Type: Characteristics: Supplier: Manufacturer: More Options

Customer: <Start typing or use find> Find Supplier: <Start typing or use find> Find Location: <Any Location> Activity Type: <Any Activity> Active Lot# Only? ☒

Sort By: Lot Number Product Type/Product Date Lot Number

sort by Lot#, Date, or Product

Inventory > Reports > Lot Number Activity

More Options give you almost endless filtering possibilities. There are more criteria to choose from and you can make multiple selections within each data field using Ctrl+Click.

Select Products: <Single Product: Start Typing or use Find> Find

Product Type: Characteristics: Supplier: Manufacturer: More Options

More Options

Fewer Options

Product Type: Chemicals Dry Fertilizer Feed Canola Company A Corn Program



Tronia Testing Inc.
Lot Number Activity

From Apr 01, 2013 to Sep 19, 2013

1937-8-32870 Oats (OATS) Expires on May 31, 2013						
Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
DLOT00099	Jun 05, 2013	Loadout Ticket	Xander, Wiley	-5	Bag	Dog River
DLOT00100	Jun 06, 2013	Loadout Ticket	Xander, Wiley	-52	Bag	Dog River
LOT90	Sep 19, 2013	Loadout Ticket	George, Curtis	-3	Bag	Edmonton
INV81	Sep 19, 2013	AR Invoice	Martin, Lyle	-5	Bag	Edmonton
				-65	Bag	

1937-8-32875 Oats (OATS) Expires on Jun 05, 2014						
Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
DLOT00097	Jun 04, 2013	Loadout Ticket	Xander, Wiley	-10	Bag	Dog River
7562	Jun 05, 2013	Inventory Receipt	Baker's Ag Supply	1,000	Bag	Dog River
LOT90	Sep 19, 2013	Loadout Ticket	George, Curtis	-3	Bag	Edmonton
ADJE0010	Sep 19, 2013	Inventory Adjustment		-1	Bag	Edmonton
				986	Bag	

sample results sorted by Lot Number



Tronia Testing Inc.
Lot Number Activity

From Apr 01, 2013 to Sep 19, 2013

Canola Seed (25 kg bag) (CANOLA)

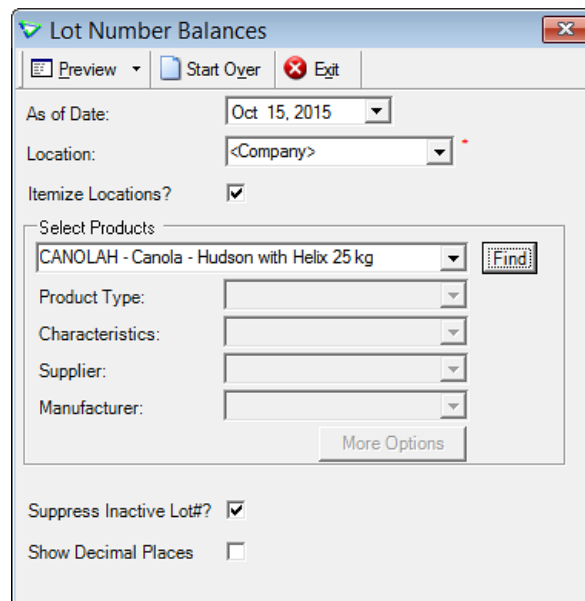
1234 Canola Seed (25 kg bag) (CANOLA)						
Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
TY7777	Jun 25, 2013	Inventory Receipt	Abraham's Ag Supply	50	Bag	Edmonton
				50	Bag	

123456-7-890 Canola Seed (25 kg bag) (CANOLA) Expires on May 31, 2014						
Reference	Date	Type	Customer/Supplier	Quantity	Units	Location
LTE0003	Jun 25, 2013	Location Transfer		-50	Bag	Edmonton
LTE0003	Jun 25, 2013	Location Transfer		50	Bag	St. Albert
RET4444	Jun 25, 2013	Inventory Receipt	Abraham's Ag Supply	-10	Bag	Edmonton
LOT79	Jun 25, 2013	Loadout Ticket	Klassen Family Farms - The Best Farmers in Alberta & i	-5	Bag	Edmonton
DLOT127	Jul 30, 2013	Loadout Ticket	Carter, Alexander	-3	Bag	Dog River
LOT81	Jul 30, 2013	Loadout Ticket	Martin, Lyle	-1	Bag	Edmonton
LOT82	Sep 05, 2013	Loadout Ticket	Martin, Lyle	-8.5	Bag	Edmonton
				-27.5	Bag	

sample results sorted by Type/Product

Lot Number Balances

The **Lot Number Balances** report shows you the on-hand amount (for all units, not just the ones with Lot#s) at a company or location level.



Inventory > Reports > Lot Number Balances

Tronia Testing Inc.

Lot Number Balances

Product Name is CANOLAH - Canola - Hudson with Helix 25 kg As of Oct 15, 2015

Seed

Product	Location	Lot Number	Quantity	Unit Cost	Total
Canola - Hudson with Helix 25 kg (CANOLAH) - Bag	Company Totals		20	\$150.00	\$3,000.00
	Dog River		0		
		1234-8-10001	2		
		1234-8-56789	-2		
			0		
	Edmonton		10	\$150.00	\$1,500.00
		1234-8-10001	-2		
		1234-8-56789	12		
			10		
	St. Albert		10	\$150.00	\$1,500.00
	1234-8-56789	10			
		10			

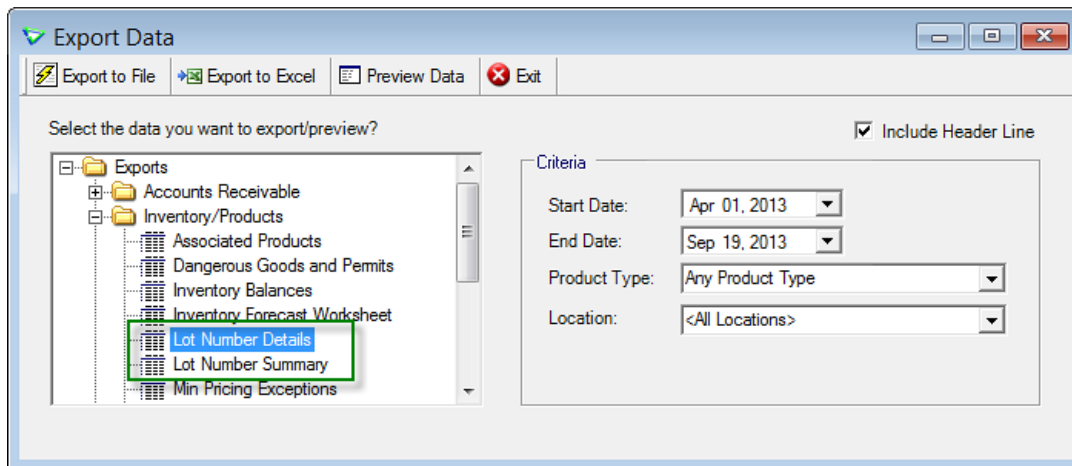
looks like a few bags went out with the wrong Lot#

Total Seed: \$3,000.00

sample results filtered for Product = CANOLAH - Hudson with Helix

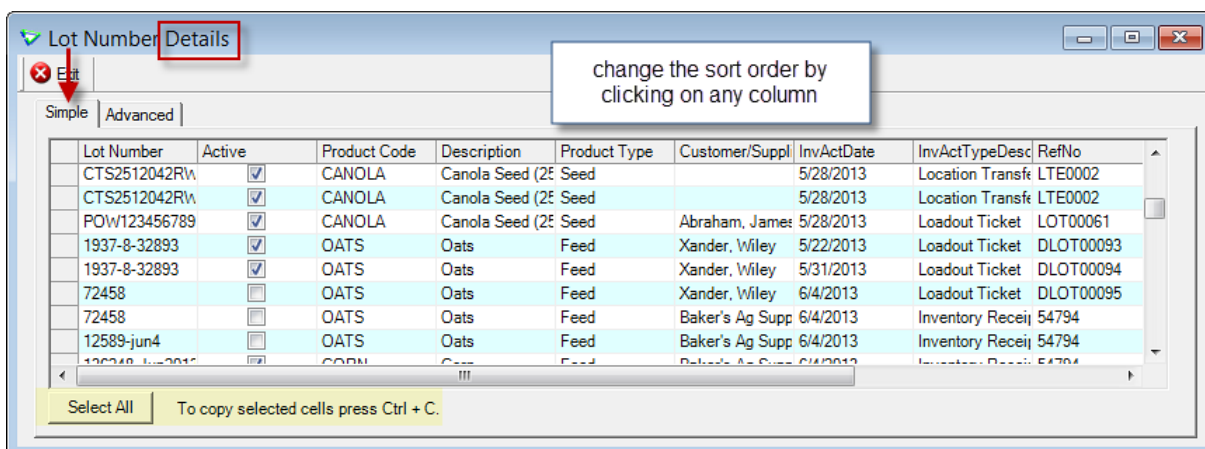
Data Exports for Lot Numbers

Data exports present the same data on the report in a table (a.k.a. row & column) format.



File > Exports > Data

The **Simple** tab allows you to copy and paste the data easily into an external program (like Microsoft Excel or Access) for further analysis



The **Advanced** tab lets you group rows by dragging column header(s) up to the dark grey area above.

